



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEPR-ZA (715)

25 February 2005

MEMORANDUM FOR COMMANDER/DIRECTORS, ALL USACE COMMANDS
(DIRECTORS/CHIEFS OF CONTRACTING)

SUBJECT: PARC Instruction 2005-04, Guidelines for Issuance of Contracting Officer Warrants

1. Reference:

a. Memorandum, CEPR-O, dated 26 Mar 1999, Subject: PARC Instruction 99-6, Guidelines for Issuance of Contracting Officer Warrants.

b. Memorandum, CEPR-Z/CEMP-C, dated 4 August 1995, Subject: Fulfillment Procedures for Mandatory Courses.

c. <http://www.acq.osd.mil/dau/appc.html> - CON Appendix C, Certifications Checklists, DAU Catalogue.

d. <http://www.usace.army.mil/inet/functions/im/lcmis/imit/cio.htm#clinger-cohen>, Subject: Clinger-Cohen Act of 1996, CIO Reference Library.

2. This PIL re-issues guidance provided in PIL 99-6. The provisions under PIL 99-6 remain unchanged, with minor revisions to paragraphs 4 and 8.

3. I fully support the appointment of individuals as Contracting Officers at the GS-1102-11 level. I do not endorse the concept of granting unlimited warrants to individuals below the GS-1102-12 level. Effective immediately, the following guidelines will be used for the appointment of Contracting Officers within the U.S. Army Corps of Engineers:

a. GS-1102-13/15, Level III certified may be issued an unlimited warrant.

b. GS-1102-12, Level III certified and performing as a Chief of Contracting may be issued unlimited warrant. However, if the individual is a GS-12 and is not performing as a Chief of Contracting, the warrant authority may have an upper limit of \$10 million.

c. GS-1102-11, Level II certified whose immediate supervisor is a GS-13 may be issued a warrant with authority up to \$10 million. If the supervisor is not a GS-13, the upper limit may be limited to \$1 million.

d. GS-1102-9, Level II certified may be issued a warrant up to \$500k. This is contingent upon experience and written justification provided by the Director and Chief of Contracting.

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4. There has been concern with having the flexibility to send Contracting Officers to other Divisions or Districts to fill vacancies temporarily and during emergencies. In order to accommodate this need and to meet the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA), all warrants will still be in effect for TDY assignments and during emergencies both within/outside of an individual's current Division or District. When an individual is permanently assigned to a new Division or District, the previous warrant must be terminated and a new one issued for the new assignment. This provision does not include deployment to Afghanistan or Iraq. Warrants in support of the Global War on Terrorism will be granted specific to the area with the duration of the duty. Individual's home base warrant while deployed, will remain in effect for his/her return to the District, Division or Center.

5. If current Acquisition Certification Record Briefs (ACRBs) are not furnished with the request, or course completion certificates in lieu thereof, the Certificate of Appointment will be issued as Interim (provisional not to exceed). Contracting Officer records must be auditable to reflect direct compliance to DAWIA and the PARC's special requirements. Consistency must be afforded the professionals who compete for Contracting Officer positions without compromising requirements.

6. Requests for appointment of Emergency Contracting Officers will be processed without delay. In the era of information technology, the appointment of Contracting Officers may be made expeditiously if the need is warranted. I recommend that request packages be prepared in advance for individuals designated as Emergency Contracting Officers. All packages must be forwarded to my office for review and approval. Packages should be provided in electronic form. The actual warrant will not be issued until this office is notified that an emergency is in effect and the warrant is required.

7. The following authority will be granted upon request, the Information Technology (IT) resources without having completed an Information Technology Contracting course focused on the requirements of the Clinger-Cohen Act:

- a. Operations Project Managers up to \$2,500 using purchase cards.
- b. GS-1102 and GS-1105 (warranted as Contracting or Ordering Officer) series up to \$25,000.
- c. GS-1102 series up to \$100,000, Federal Supply Schedules, DOD, and Corps of Engineers Requirements and ID/IQ contracts, Delivery and Task Orders only.

Authority to obligate the Government beyond the above stated threshold require an individual to complete a commercial IT course or process a DD 2518. Fulfillment of DOD Mandatory Training Requirements, DD 2518, will be reinstated immediately. When processing a DD 2518, the Chiefs of Contracting shall establish a system that will maintain the integrity of the verification process by ensuring that the individual has obtained the education, knowledge, and experience in commercial courses, which focuses on contracting under the tenets of the Clinger-Cohen Act. Understanding the Clinger-Cohen Act as described in reference 1.c. is critical.

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8. Intermediate Contract Pricing, CON 204, was a mandatory PARC requirement for Contracting Officers, but now is also a mandatory requirement for Level II Certification. Warrants will be "provisional" until this course is taken or equivalency established via the DD 2518 procedure. All requests for new warrants or modifications to existing warrants will be subject to the CON 204 requirement. A serious focus on Continuing Education is critical to the establishment of a professional world-class workforce that will be second to none. This requirement shall not be compromised. I trust that all will make a commitment to support these requirements.

9. In extraordinarily special cases, exceptions to these guidelines may be granted on a case-by-case basis. A written justification must be submitted to this office by the Director of Contracting for the PARC's consideration.

10. The point of contact for this action is the undersigned, telephone 202-761-8642/0566.

FOR THE COMMANDER:


BUNNATNE H. GREENHOUSE
Principal Assistant Responsible
For Contracting